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AMC AERIAL PORT EXPEDITOR (APEX) AIRCRAFT LOADING PROGRAM

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This instruction establishes policy and procedures for the implementation of the AMC Aerial Port Expeditor (APEX) Program. It is applicable to APEX certified air terminals and Deployed APEX Locations and personnel. This publication does not apply to the Air National Guard (ANG) or the Air Force Reserve Command (AFRC). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://afrims.amc.af.mil/**. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Adding AMC Form 30 and APEX Self Assessment Checklist. All paragraphs have been revised.

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Chapter 1

PROGRAM DEFINITION

1.1. APEX is an Aerial Port aircraft cargo loading program. APEX Load Directors are authorized to supervise the on/offload of cargo to C-17/C-5 aircraft without the presence of a Loadmaster. APEX provides Aerial Port leadership with the flexibility to determine the best time to on/offload an aircraft, based on duty schedule and air flow, while facilitating the decrease of aircraft ground time and providing more efficient use of crew duty day. APEX is a product of the AMC Velocity Initiative (VI) from 2005.

1.2. Load Directors attend a two week formal course taught by instructors from the USAF Expeditionary Center. C-17 APEX classes are held at Charleston AFB and Joint Base Lewis McChord. C-5 APEX classes are held at Travis AFB. At each location aerial port APEX instructors follow-up the classroom instruction with a one-week aircraft specific "hands-on" training class.

1.3. Load Director responsibilities on the C-17 aircraft consist of operating cargo door and ramp, aircraft stabilizer struts, aircraft winch, and oversight of on/offloading operations. Load Director's responsibilities on the C-5 aircraft consist of operating the aircraft winch and oversight of the front and aft door on/offloading operations. Load Directors are responsible for all loading operations in accordance with (IAW) technical orders, Air Mobility Command Instructions (AMCI) and related guidance. Maintenance will provide support for all C-5 door and ramp operations. APEX personnel are not qualified to load cargo rigged for airdrop and P-NAF designated missions.

Chapter 2

PROGRAM ADMINISTRATION

2.1. Each echelon of command is responsible for effective program administration. Higher headquarters and unit oversight is essential to program integrity.

2.2. Administrative Authority. HQ AMC/A4T, Air Transportation Division, has administrative authority over each unit's APEX program.

2.2.1. HQ AMC/A4TC, Cargo and Traffic Management Policy Branch, functions as the overall OPR, provides program oversight, and manages the program as directed by HQ AMC/A4T. HQ AMC/A4TC will:

2.2.2. Formulate policy and guidance, analyze deficiencies and solve problems.

2.2.3. Maintain AMC/A4TC Cargo Policy Branch APEX web page.

2.3. Technical Support.

2.3.1. HQ AMC/A3V, Aircrew Standardization Evaluation Division, is the designated aircraft loading process owner.

2.3.1.1. A3V Loadmasters will provide cargo loading guidance, policy, and unit STAN/EVAL support.

2.3.2. HQ AMC/A4M, Directorate of Logistics Maintenance Division, will provide oversight and policy for maintenance support.

2.4. Program Location Selection. HQ AMC/A4T will designate APEX Aerial Ports based on the below factors, as a minimum. In all cases, units must preclude expansion of the program beyond what is operationally maintainable and feasible. Factors that must be considered include:

2.4.1. Frequency and schedule of missions (C-5, C-17).

2.4.2. Unit manpower capability to support an APEX program.

2.4.3. Ability of the unit to maintain personnel APEX currency.

2.4.4. Number of originating missions.

2.4.5. Number of in-transit missions that remain overnight.

2.4.6. Availability of maintenance to support APEX operations.

2.4.7. Home station aircraft assigned.

2.5. APEX locations (Subject to change): Travis AFB, CA (C-17/C-5); Hickam AFB, HI (C-17/C-5); Ramstein AB, Germany (C-17/C-5); Dover AFB, DE (C-17/C-5); Kadena, AB Japan C-17); Charleston AFB, SC (C-17); Elmendorf AFB, AK (C-17); Joint Base Lewis McChord, WA (C-17); Yokota AB, Japan (C-17); McGuire AFB, NJ (C-17); Deployed locations, Al Udeid (C-17), and Incirlik (C-17).

Chapter 3

TRAINING

3.1. Policy and Management. HQ AMC/A4TR, Standardization, Programs, and Resources Branch, is OPR for APEX training development and management. AMCI 24-101, Vol 22, *Training Requirements for Aerial Port Operations,* provides policy for APEX training. HQ AMC/A4TR will:

3.1.1. Evaluate APEX training as required.

3.1.2. Coordinate with U.S. Air Force Expeditionary Center (USAF EC) on all course development and scheduling of formalized training.

3.1.3. Coordinate with APEX Program Manager and HQ AMC/A3V on APEX training requirements.

3.1.4. Coordinate all APEX training materials with HQ AMC/A3V.

3.2. Formal Classroom Training. U.S. Air Force Expeditionary Center (USAF EC) will:

3.2.1. Conduct/provide formal classroom training to enable successful APEX student understanding of C-5 and C-17 aircraft loading principles. Principal instruction will be provided; not task certification.

3.2.2. Develop and maintain APEX loading program lesson plans and test questions as required in coordination with HQ AMC/A4TR

3.2.3. Provide Mobile Training Team (MTT) capability.

3.2.4. Create initial and refresher instruction Web-Based Training (WBT) modules and tests, as required.

3.2.5. Control web test data.

3.2.6. Coordinate test questions with HQ AMC/A3V.

3.3. Hands-on Training. Immediately after completion of the formal training, APEX students will complete one week of hands-on training in aircraft preflight principles and techniques, cargo winch procedures, and cargo systems operations (C-17 door, ramp, and stabilizer struts). A minimum of thirty hours of instruction spread over five days will be provided before students return to their home station for evaluation/certification. Charleston AFB, Joint Base Lewis McChord (C-17) and Travis AFB (C-5) will serve as the hands-on training sites for the APEX program. The 437th APS, 62nd APS and 60th APS will:

3.3.1. Provide qualified instructors to conduct all hands-on training.

3.3.2. Develop and maintain a hands-on training syllabus approved by HQ AMC/A4T.

3.3.3. Coordinate with host base maintenance for use of any maintenance trainers and/or static aircraft.

3.3.4. Notify host Program Managers of any student who may need additional training prior to evaluation.

3.3.5. Provide USAF EC feedback on training needs and student weaknesses observed

Chapter 4

PROGRAM ASSESSMENT

4.1. HQ AMC/A4TC will conduct staff assistance visits of each unit's APEX program every 2 years. Visits will include, but are not limited to:

4.1.1. Inspect Evaluators, Instructors and Load Directors folders. Review Appointment Letters and verify Annual Self Assessment are accomplished

4.1.1.1. Program files/folders will include but are not limited to, AMC Form 346, *APEX Quarterly Currency Log*, AMC Form 34, *APEX Evaluation and Currency Record*.

Chapter 5

APEX WORKSHOPS

5.1. HQ AMC/A4TC will organize and coordinate APEX workshops every 2 years.

5.2. Workshop participation. The following organizations are highly encouraged to participate in APEX workshops as required: HQ AMC/A4T, HQ AMC/A4M, HQ AMC/A3V, USAF EC, Unit Program Managers, Evaluators, Charleston AFB, Joint Base Lewis McChord and Travis AFB Hands on Training Instructors.

Chapter 6

PROGRAM WAIVERS

6.1. HQ AMC/A4TC is the waiver authority for the organizational personnel forms and procedural requirements of this publication. Send requests for waivers, accompanied by appropriate justification, through appropriate channels to HQ AMC/A4TC. HQ AMC/A4TC evaluates and monitors requests and will assign control numbers for approved waivers.

6.1.1. The intent of requesting, controlling, and monitoring of waivers at HQ AMC level is twofold.

6.1.1.1. To provide flexibility to units when conditions prohibit full compliance with this instruction.

6.1.1.2. To monitor trends in waiver requests so standards can be adjusted or revised to provide maximum service to AMC users with minimum impact on AMC resources.

Chapter 7

UNIT RESPONSIBILITIES

7.1. Commanders will:

7.1.1. Appoint a program manager to monitor overall APEX program and ensure proper resources are applied. Program managers will be appointed, in writing with a courtesy copy of the designation provided to HQ AMC/A4TC, 402 Scott Drive, Unit 2A2, Scott AFB, IL 62225 or E-mail to **AMC.A4TCP@us.af.mil.**

7.1.2. Ensure personnel progression (reference chart, **Attachment 2**). APEX provides breadth of experience for air transportation specialists and should not impede enlisted career field progression. Personnel assigned to perform APEX functions should continue rotations through other aerial port functions to increase overall career field knowledge and abilities without stagnation.

7.2. Unit Program Manager will:

7.2.1. Be filled by a CGO, SNCO, or civilian equivalent. Program managers are responsible for the overall management of the unit program, including personnel selection, certification, and currency validation. As a minimum, the program manager will accomplish the following:

7.2.2. Monitor all APEX certified personnel on quarterly currency requirements as prescribed in current policy directives. Collect and evaluate personnel currency records using the AMC Form 346, *APEX Quarterly Currency Log*, **(Attachment 5)** NLT five duty days after the end of each calendar quarter or upon request from HQ AMC/A4TC.

7.2.2.1. Monitor personnel to ensure refresher training, evaluation, and certification requirements are met.

7.2.3. Validate quarterly currency by completing applicable section of the AMC Form 34, *APEX Evaluation and Currency Record*. (**Attachment 4**)

7.2.4. Ensure proper completion of the AMC Form 34.

7.2.4.1. After successful completion of an initial or recurring evaluation, the unit program manager will sign the certification block on the AMC Form 34, certifying the individual as Load Director qualified.

7.2.5. Coordinate with their respective Ops Group Flight Examiner (OGV) for recurring HQ AMC required unit STAN/EVAL evaluations. Coordination will be completed NLT the 9th month from the previous evaluation. Unit APEX Head STAN/EVAL will conduct evaluations on alternate evaluators for the same air-frame (pyramid).

7.2.5.1. For units without OGV support, notify HQ AMC/A4TC for recurring HQ AMC required unit STAN/EVAL evaluations NLT the 9th month after the previous evaluation.

7.2.6. Collect and evaluate, on a quarterly basis, the number of certified personnel and personnel qualification status. Monitor current and forecasted unit workload to ensure adequate APEX resources are available. Advise unit commander or designated representative on overall health of APEX program.

7.2.7. Collect and analyze trend data to support commander and/or HQ AMC directed metrics, and maintain program files.

7.2.8. Conduct an annual APEX unit self-assessment IAW the Unit Self-Assessment Checklist (**Attachment 3**). Provide a written report to the unit commander and ensure corrective actions are taken when needed.

7.2.9. Maintain file copies of AMC Forms 34 and 346. Maintain all forms in an active status for one year. At that time place all files and forms in an inactive status and maintain for 36 months.

7.2.10. Maintain folders on all assigned APEX Load Directors, folders will include as a minimum:

7.2.10.1. AMC Form 34, WBT Certificate, Initial class certificate and refresher certificate.

7.2.10.2. Program Manager may insert additional files at their discretion.

7.2.11. Ensure APEX folder is given to PCS, deploying, separating, or retiring personnel.

7.2.12. Monitor personnel to ensure refresher training and certification requirements are met. Actively monitor evaluations and training and demand strict compliance with this instruction and future command directives.

7.2.13. Manage formal training allocations in conjunction with HQ AMC/A4TR policy. **Note:** Program Managers are not required to complete Load Director training or certification.

Chapter 8

UNIT APEX STANDARDIZATION AND EVALUATION (STAN/EVAL)

8.1. Personnel designated as the Unit APEX STAN/EVAL are in critical positions at each APEX location and are key to the success of the program. Designated personnel will complete the same formal, practical, and refresher training as APEX Load Directors. **Note:** A sound and aggressive evaluation program is imperative and provides the unit commander a means to measure training effectiveness/standardization and gives an operational assessment of the APEX program.

8.2. Unit STAN/EVAL Personnel will:

8.2.1. Possess Air Force Specialty Code (AFSC) 2T271 or civilian equivalent.

8.2.2. Have 24 collective months of APEX experience as a Load Director or Instructor.

8.2.2.1. Units may request a waiver to the 24 month requirement based on an individual's previous qualification. All requests will be coordinated with HQ AMC/A4TC APEX Program Manager.

8.2.3. Possess sound knowledge of aircraft limitations and weight and balance computation procedures.

8.2.4. Possess at a minimum hazardous materials handler qualification or higher, IAW AFMAN 24-204(I).

8.2.5. Successfully complete an initial/recurring evaluation conducted by HQ AMC/A3V or designated Operations Group Flight examiner (OGV) for each aircraft. The evaluation will include the evaluator's ability to administer an evaluation to an APEX Load Director. All evaluations will be documented on the AMC Form 34, all items coded "E".

8.2.6. Evaluation will be coordinated with designated Operations Group Flight examiner (OGV) for each aircraft or HQ AMC/A4TC will request/schedule the evaluation with HQ AMC/A3V for each aircraft. Recurring evaluations will be scheduled between the 10th and 14th month after the previous evaluation. **Note:** In the event a unit STAN/EVAL candidate fails an initial or recurring evaluation, the program manager will advise their commander and HQ AMC/A4TC/R within 10 duty days and chart a course of action. Two consecutive failures will result in the individual's removal from consideration as a unit STAN/EVAL.

8.2.7. Be certified on the AMC Form 34 by the unit commander. Certification will occur after successful completion of initial/refresher training and successful completion of the practical loading evaluation conducted by a HQ AMC/A3V or designated Operations Group Flight Examiner. A signed copy of the AMC Form 34 will be forwarded to HQ AMC/A4TC, 402 Scott Drive, Unit 2A2, Scott AFB, IL 62225-5308 or faxed to DSN: 576-6468, Commercial: (618) 256-6468, or E-mailed to **AMC.A4TCP@us.af.mil.**

8.2.8. Successfully complete an APEX web-based course exam annually and maintain the same currency as Load Director personnel.

8.3. Unit STAN/EVAL Personnel Duties:

8.3.1. Monitor APEX loading operations, personnel proficiency, and performance.

8.3.2. Solve complex technical aircraft loading issues and, as necessary, collaborate with HQ AMC/A3V or the locally assigned STAN/EVAL Loadmasters to gain timely and successful resolution.

8.3.3. Maintain and continually update all publications/checklists required for Load Director personnel and instructors, including Flight Crew Information Files (FCIF) and Flight Crew Bulletins (FCB). These can be found at: **https://private.amc.af.mil/a3/a3v**/. STAN/EVAL personnel will ensure sufficient publications are available in a central location for all APEX operations.

8.3.3.1. Ensure Load Directors read and acknowledge new FCIF's prior to any loading activities

8.3.4. Administer initial/annual recertification and targeted no-notice evaluations to instructors and Load Directors as directed by the program manager and/or HQ AMC/A4TC. Unit APEX Head STAN/EVAL will conduct evaluations on alternate evaluators for the same air-frame (pyramid). Unit Evaluators may take 1 credit towards their quarterly currency for performing a full upload evaluation.

8.3.5. Conduct a comprehensive pre-evaluation brief and post-evaluation debrief to the examinee on all aspects of the evaluation. Document all practical loading evaluations using the AMC Form 34 (blocks marked "I" and "LD"). Maintain and document quarterly currency for Load Director Instructor and Load Director personnel. Immediately correct breaches of safety during an evaluation. An evaluation will not be changed to avoid documenting substandard performance, nor will training be changed to alter a key evaluation technique. The evaluator may accomplish additional training immediately after the evaluation is complete.

8.3.6. Collect, review, and consolidate AMC Forms 346 and forward to the program manager NLT three duty days after the end of the active quarter.

8.3.7. Assist and advise unit instructors with local training plan development. **Note:** No-notice evaluations may be conducted upon request of HQ AMC/A4TC after coordination with HQ AMC/A3V. They will be conducted by AMC/A3V designated OGV Loadmaster evaluators. HQ AMC/A4TC will coordinate with the program manager NLT 24 hours prior to the evaluation.

Note: Dual qualified STAN/EVAL (C-17, C-5) personnel should only be appointed to address short-term personnel shortfalls and in such cases, they may be the primary STAN/EVAL for only one airframe

8.3.8. Will not fill positions as both unit STAN/EVAL and instructor for the same type aircraft.

8.4. Unit APEX Load Director Instructor will:

8.4.1. Possess Air Force Specialty Code (AFSC) 2T271, or civilian equivalent. Individuals selected for unit instructor duties must be highly qualified military or civilian aerial port personnel. Load Director instructor may be a primary duty at some APEX locations.

8.4.2. Possess a minimum of 12 months of cumulative APEX Load Director experience.

8.4.3. Complete the AETC-sponsored course " Principals of Instruction" (recommended, but not mandatory for selection).

8.4.4. Possess at a minimum a hazardous materials handler qualification or higher, IAW AFMAN 24-204(I).

8.4.5. Complete initial and refresher training requirements and maintain currency the same as Load Director personnel.

8.4.6. Successfully pass an annual evaluation conducted by unit STAN/EVAL for each type aircraft. No-notice proficiency evaluations may be performed upon request of unit commander, program manager, or HQ AMC/A4TC.

8.5. Unit Load Director Instructors Duties:

8.5.1. Conduct practical "hands-on" and classroom instruction.

8.5.2. Draft and maintain unit training plans for hands-on-training.

8.5.3. Completes the same formal, practical, and refresher training as Load Director personnel.

8.6. Unit APEX Load Directors will:

8.6.1. Maintain accountability for all on/offload operations IAW technical orders, AMC instructions, and other applicable guidance.

8.6.2. Possess AFSC 2T251 skill level or civilian equivalent.

8.6.3. Possess 6 months of consecutive qualification time as an aircraft load team chief.

8.6.4. Possess at a minimum hazardous materials handler qualification or higher, IAW AFMAN 24-204(I).

8.6.5. Complete all WBT courses as prescribed in AMCI 24-101, Vol 22.

8.6.6. Complete USAF EC formal two week classroom training on applicable aircraft.

8.6.7. Complete applicable formal third week "Hands-on" training.

8.6.8. Successfully complete initial and recurring practical loading evaluation conducted by unit STAN/EVAL personnel, for each aircraft. Evaluations will be conducted based on AMC Form 34, items coded "LD".

8.6.9. Accomplish practical loading evaluations NLT 30 calendar days following completion of all formal training requirements. Trainees not evaluated after 30 calendar days of formal training require an extension granted from HQ AMC/A4TC through the unit commander. Extensions will require full justification and commander validation outlining reasons the initial evaluation was not completed within the prescribed time frame. Only one 30 day extension may be granted, when warranted. Personnel who do not accomplish the evaluation within 60 calendar days of formal training may be considered for withdrawal from the APEX program.

8.6.9.1. Individuals that fail the initial evaluation will receive remedial training in the deficient area. Remedial training and supervision will be conducted by unit instructors immediately following evaluation failure. Individuals may perform APEX loading under supervision of the instructor or unit STAN/EVAL during remedial period. Upon

completion of remedial training, the individual will receive a second evaluation focused on the deficient areas.

8.6.9.2. In the event of a second failure, the program manager will determine the appropriate course of action.

8.6.10. Load Directors must successfully complete a web-based course exam and practical evaluation annually. Evaluations must occur between the 10th and 14th month following initial certification. **Note:** Load Directors are subject to no-notice evaluations, or task specific evaluations by the unit STAN/EVAL. No-notice evaluations are not for certification purposes and will only cover targeted aircraft loading principles. The no-notice evaluation will not replace the requirement for an annual evaluation.

8.6.11. Successfully complete a minimum of three aircraft loads per quarter, to maintain currency. Loads validated for currency will consist of two or more pallets and or rolling stock and require a full pre-flight check of the aircraft. Offloads will count for currency when two or more pallets and or rolling stock are offloaded and the offload requires a full pre-inspection of the cargo compartment. Currency must be maintained to retain certification. **Note:** No more than one offload per quarter will be counted towards currency requirements.

8.6.11.1. Successfully complete a unit STAN/EVAL supervised onload immediately following the quarter in which currency requirements are not met. Annotate results on the AMC Form 34.

8.6.11.2. Annotate on AMC Form 346 upon completion of the on/offload. **Note:** Once a Load Director becomes non-current for any period not to exceed 24 months, program manager, and unit STAN/EVAL will determine the appropriate course of action to bring member back to APEX Load Director qualified status. Once a Load Director is 24 months to 36 months non-current, Squadron Commander in coordination with program manager will determine appropriate action to bring member back to APEX Load Director qualified status. Once member has been non-current for longer than 36 months, the member must be completely retrained.

8.7. Unit APEX Load Director Duties:

8.7.1. Coordinate with ATOC and Maintenance to ensure aircraft has power, and correct Aircraft configuration. Inspect aircraft cargo compartment and preflight rail system IAW the applicable aircraft checklist. Report any discrepancies to the maintenance crew chief for entry on AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*, AFTO Form 781A, *Maintenance Discrepancy and Work Document*, and AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data Calendar Inspection and Delayed Discrepancy Document*.

8.7.2. Check calculated aircraft limitations and aircraft weight and balance computations. Inform/coordinate load adjustments with Air Terminal Operations Center (ATOC)/Load Planning, annotate corrections on manual/automated load plan, and sign as "Loaded By (*signature*)." Do not load aircraft until the Allowable Cabin Load (ACL) is verified.

8.7.3. Notify ATOC when load complications prohibit aircraft loading as planned.

8.7.4. APEX certified personnel on temporary duty (TDY) assignment and deployments may be authorized to perform APEX operations with prior coordination. This coordination will

include his/her unit of assignment, the TDY/deployed unit and HQ AMC/A4TC. Hand-carry a copy of the APEX folder to temporary duty (TDY) station. Refer to Paragraph 12 of this Volume.

8.7.5. Complete APEX Loadmaster briefing worksheet as needed and submit to ATOC for aircrew briefing package; AMC Form 30 is optional.

8.7.6. Maintain positive control of all loading personnel in the aircraft vicinity while supervising the on/offload operations.

8.7.7. Ensure that personnel follow concurrent servicing guidance.

8.7.8. Provide loading capabilities for C-5 or C-17 aircraft in any configuration and type of cargo. The following will not be APEX loaded: **Missions which will be rigged for air drop and P-NAF designated missions.**

8.7.9. Maintain effective communication with maintenance and load team during on/offload operations. This may also require an effective land mobile radio network and/or aircraft interphone capability.

8.7.10. Coordinate with ATOC to ensure a qualified individual is available to connect cargo that may require venting to the aircraft overboard venting system.

8.7.11. Delay loading of classified material and/or registered mail until the mission Loadmaster is available to accept custody, "unless DOD constant surveillance can be provided until crew show time."

8.7.12. Ensure that perishable cargo is not loaded if a risk of destruction due to re-icing or refrigeration limitations exists. Relevant re-icing criteria will be factored into all loading decisions by APEX Load Directors and ATOC.

8.7.13. Perform C-17 stabilizer strut operating procedures along with operating C-17 door and ramp as required for the purpose of aircraft on/offloading.

8.7.14. Ensure aircraft is loaded utilizing the actual operating weight and moment when available. **Note:** Actual or standardized operating weights and moments may be utilized to calculate Zero Fuel Weight Center of Balance.

Note: "Load directors have overall control until relieved by the outbound loadmaster(s). A coordination briefing is required prior to the loadmaster assuming overall control."

8.8. CHECKLISTS: Checklists are a pivotal instrument for safety and training which will require continual review by unit STAN/EVAL personnel. Two loading checklists exist, appended and expanded, both are applicable to all ground loading operations. During daily operations APEX personnel will use, as a minimum, the abbreviated checklists in AMCI 24-101, V7, CL-1, or CL-2, (for C-17, C-5, respectively) to ensure required APEX loading actions are accomplished. These checklists are derived from applicable -1 and -9 Technical Orders. When conflicts occur between checklists and the aircraft technical orders, the technical orders always take precedence. See AMCI 24-101V7, CL-1, C-17 APEX Load Directors Checklist and AMCI 24-101V7, CL-2, C-5 APEX Load Directors Checklist.

Chapter 9

AIR TERMINAL OPERATIONS CENTER (ATOC)

9.1. ATOC will coordinate with local command and control, ramp services, dispatch and maintenance controllers to establish aircraft on/offload times. Synchronization of operations with all agencies is critical to ensure overall mission accomplishment/success.

9.2. Ensure all APEX on/offloading is completed NLT the original Schedule of Events (SOE) load times.

9.3. ATOC duty officers/controllers will ensure that loading is not directed until aircraft are cleared or released by maintenance. Coordinate with ATOC and maintenance personnel prior to loading any aircraft that is not fully mission capable.

9.4. If utilized provide the APEX load brief sheet to the primary mission Loadmaster and obtain the required signatures. Any concerns will be addressed on the spot between an on-duty APEX Load Director, the aircrew, APEX Program Manager or aerial port management.

9.5. ATOC will coordinate with the primary mission Loadmaster via inbound call to request APEX loading operations on quick turn missions for station APEX Load Director currency requirements.

9.6. APEX loading is based on mission requirements and Aerial Port workload factors, not aircrew preference.

Chapter 10

AIRCRAFT MAINTENANCE UNIT RESPONSIBILITIES

10.1. Maintenance support at APEX designated bases and locations where APEX operations will be performed is critical to the success of APEX.

10.2. Release aircraft for loading to ATOC. An aircraft released for on/offloading indicates that no maintenance work to the aircraft is planned or presently underway that will hamper loading operations.

10.3. Coordinate with ATOC to ensure the aircraft is released for loading in the proper configuration.

10.4. Provide Ground Power Unit (GPU) or Aircraft Power Unit (APU) as required.

10.5. Operate aircraft systems as required and monitor safety.

10.6. Maintain communication capability with Load Director during loading operations.

10.7. Supervise all evacuation operations in the event of an aircraft systems or petroleum, oil, and lubricants (POL)-related ground emergency. The aircraft maintainer and/or Load Director will stop all loading operations when an unsafe condition exists.

Chapter 11

AIRCREW LOADMASTERS

11.1. Aircrew will accept load based on applicable -9 Technical Orders, not personal preference**.**

11.2. Compute the DD Form 365-4, *Weight and Balance Clearance Form F–Transport/Tactical,* also referred to as the "Form F".

11.3. When utilized, the APEX Load Brief Sheet will be provided to the Loadmaster at crew show. The optional form will be completed and signed by the primary Load Director when used.

11.4. On quick turn missions loadmasters are responsible for on/offloading their own aircraft, unless pre-coordinated with ATOC on in bound call.

11.5. When aircrew training or evaluations are required, ATOC will be informed on inbound call that APEX is not necessary.

Chapter 12

DEPLOYED APEX PROGRAM MANAGEMENT

12.1. HQ AMC/A4TC will coordinate with the deployed site leadership on the number of APEX certified personnel required to successfully accomplish a deployed APEX program.

12.2. HQ AMC/A4OL will ensure the correct information is included in the line remarks to support deployed APEX locations.

12.3. Aerial port personnel selected to perform deployed APEX Load Director duties must meet all currency requirements prior to their departure, and ensure currency for the duration of deployment.

12.4. Deployed APEX Load Directors will hand carry AMC Form 346, a copy of AMC Form 34, APEX checklists, and all appropriate safety gear to carry out their APEX responsibilities.

12.4.1. All paperwork given to APEX Program Managers at deployed locations should be kept on file for the duration of the individual's deployment.

12.5. Deployed Load Directors will possess the capability to load aircraft at their new location after sufficient flight line orientation actions are completed.

12.6. This is an AMC specific program; the determination of future deployment policies and locations related to APEX personnel will be determined by HQ AMC/A4T. **Note:** Deployed APEX Program Manager will notify deployed Load Directors of any APEX messages, FCIFs/FCBs updates. In the event an evaluation is required and no STAN/EVAL personnel are available, coordinate with HQ AMC/A4TC APEX Program Manager for waiver authority, or if required an evaluation from HQ AMC/A3V.

JOHN C. TOBIN, COLONEL, USAF
Deputy of Director Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DODR 4500.9-R, Part II, *Defense Transportation Regulation (DTR), June 2008*

AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments, 01 Sept 2009*

AFI 36-2201, *Air Force Training Program, 15 Sept 2010*

AFI 33-364, *Records Disposition—Procedures and Responsibilities, 22 Dec 2006*

AMCI 24-101, Volume 7, CL-1, *C-17 APEX Load Directors Checklist* , 01 Dec 2008

AMCI 24-101, Volume 7, CL-2, *C-5 APEX Load Directors Checklist*, 01 Dec 2008

AMCI 24-101, Volume 9, *Air Terminal Operations Center, 24 Nov 2009*

AMCI 24-101, Volume 11, *Cargo/Mail, 07 April 2006*

AMCI 24-101 Volume 22, *Training Requirements for Aerial Port Operations, 22 Aug 2008*

TO 1C-5A-9, *Loading Instructions Manual, 15 June 2007*

TO 1C-5A-9-2, *Supplemental Loading Instructions Manual, 15 June 2011*

TO 1C-5A-9CL-1, *Loadmaster's Checklist On or Offloading Procedures, 15 June 2007*

TO 1C-17A-9, *Loading Instructions Manual, 15 June 2010*

TO 1C-5A-1, *Flight Manual, 01 July 2007*

TO 1C-17A-1, *Flight Manual, 15 May 2011*

TO 1C-17A-1CL-2, *Loadmaster's Checklist On or Off Procedures, 15 May 2011*

TO 1C-5A-1CL-4, *Loadmaster's Flight Crew Checklist, 01 July 2007*

Prescribed Forms

AMC Form 30, *APEX Mission Load Brief Cover Sheet* (Optional), 1 May 2008

AMC Form 34, *APEX Evaluation and Currency Record, 22 Feb 2007*

AMC Form 346, *APEX Quarterly Currency Log,* 12 Jan 2007

Adopted Forms

AF IMT 847, *Recommendation for Change of Publication, 22 Sept 2009*

AF Form 4080, *Load/Sequence Breakdown Worksheet, 01 June 2001*

DD Form 365-4, *Weight and Balance Clearance Form F –Transport/Tactical, Aug 1996*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document, 11 Sept 2008*

AFTO Form 781A, *Maintenance Discrepancy and Work Document, 08 Jan 2008*

AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data Calendar Inspection and Delayed Discrepancy Document, 08 Jan 2008*

Abbreviations and Acronyms

ICODES—- Integrated Computerized Deployment System

ACL—- Allowable Cabin Load

AF—- Air Force

AFB—- Air Force Base

AFRC—- Air Force Reserve Command

AFSC—- Air Force Specialty Code

AMC—- Air Mobility Command

AMCI—- Air Mobility Command Instruction

ANG—- Air National Guard

APEX—- AMC Aerial Port Expeditor

APU—- Aircraft Power Unit

ATOC—- Air Terminal Operations Center

CGO—- Company Grade Officer

FCB—- Flight Crew Bulletins

FCIF—- Fight Crew Information Files

GPU—- Ground Power Unit

HQ—- Headquarters

HQ AMC/A4T—- Headquarters Air Mobility Command Air Transportation Division

HQ AMC/A4TC—- Headquarters Air Mobility Command Cargo and Traffic Management Policy Branch

HQ AMC/A3V—- Headquarters Air Mobility Command Aircrew Standardization Evaluation Division

HQ AMC/A4M—- Headquarters Air Mobility Command Directorate of Logistics Maintenance Division

HQ AMC/A4TR—- Headquarters Air Mobility Command Standardization, Programs, and Resources Branch

IAW—- In Accordance With

IMT—- Information Management Tool

JAATT—- Joint Airborne Air Transportability Training

MTT—- Mobile Training Team

MDS—- Model Description Series

NLT—- Not Later Than

OPR—- Office of Primary Responsibility

POI—- Principals of Instruction

POL—- Petroleum, Oil, and Lubricants

RDS—- Records Disposition Schedule

SAAM—- Special Assignment Airlift Missions

SNCO—- Senior Non-Commissioned Officer

SOE—- Schedule of Events

STAN/EVAL—- Standardization and Evaluation

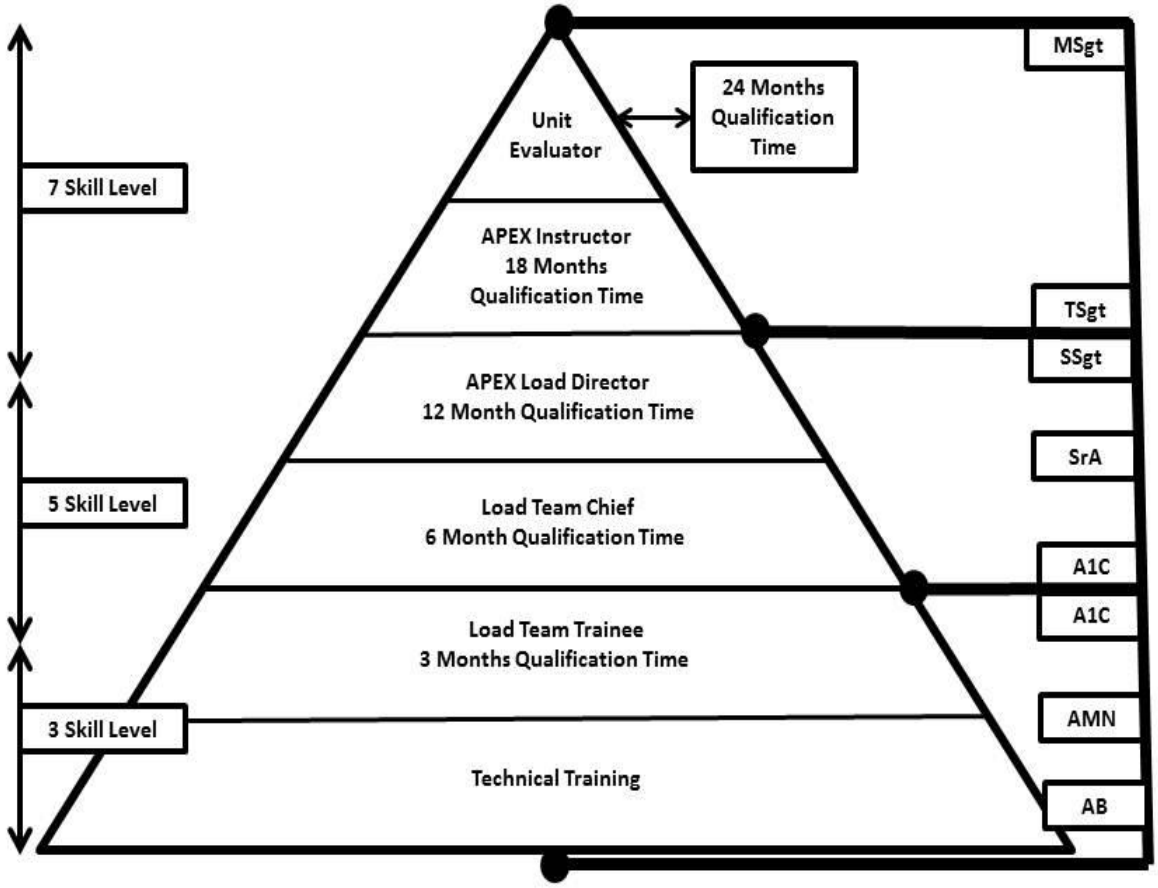
TDY—- Temporary Duty

VI—- Velocity Initiative

WBT—- Web Based Training

Attachment 2

PERSONNEL PROGRESSION



Attachment 3

APEX SELF ASSESSMENT CHECKLIST

APEX Self Assessment Checklist

Program Management Requirements

Program Manager	Y	N	
Is Program Manager ID'd by CC in writing?	☐	☐	REF AMCI24-101V7 para 7.1.1
Is Quarterly Currency Log (AMC 346) updated?	☐	☐	REF AMCI24-101V7 para 7.2.2
Are AMC form 34's completed correctly?	☐	☐	REF AMCI24-101V7 para 7.2.4
Has annual APEX Self Assessment been conducted?	☐	☐	REF AMCI24-101V7 para 7.2.8
Have all active AMC form 34's and 346's been maintained for 1 year?	☐	☐	REF AMCI24-101V7 para 7.2.9

Remarks-

Unit Standardization Evaluation Requirements

STAN/EVAL	Y	N	
Possess Air Force Specialty Code (AFSC) 2T271 or civilian equivalent?	☐	☐	REF AMCI24-101V7 para 8.2.1
Has 24 collective months APEX experience as a Load Director or Instructor?	☐	☐	REF AMCI24-101V7 para 8.2.2
Is hazardous material handler qualified or higher. IAW AFMAN 24-204(I)?	☐	☐	REF AMCI24-101V7 para 8.2.4
Has an initial/recurring evaluation conducted by HQ AMC/A3V or OGV	☐	☐	REF AMCI24-101V7 para 8.2.5
Is Certified on the AMC Form 34 by the unit commander.?	☐	☐	REF AMCI24-101V7 para 8.2.7
Maintains and continually updates all publications required for Load Director personnel and instructors?	☐	☐	REF AMCI24-101V7 para 8.3.3
Conducts initial/annual instructor and practical loading evaluations using the AMC Form 34?	☐	☐	REF AMCI24-101V7 para 8.3.5

Remarks-

Load Director Instructor Requirements			
Instructor	**Y**	**N**	
Possess Air Force Specialty Code (AFSC) 2T271 or civilian equivalent?	☐	☐	REF AMCI24-101V7 para 8.4.1
Has 12 cumulative months of APEX experience?	☐	☐	REF AMCI24-101V7 para 8.4.2
Is hazardous material handler qualified or higherl. IAW AFMAN 24-204(I)?	☐	☐	REF AMCI24-101V7 para 8.4.4
Has completed initial/refresher training and maintains currency the same as Load Directors?	☐	☐	REF AMCI24-101V7 para 8.4.5
Has had an annual evaluation conducted by unit STAN/EVAL?	☐	☐	REF AMCI24-101V7 para 8.4.6
Maintain unit training plans for hands-on-training?	☐	☐	REF AMCI24-101V7 para 8.5.2
Remarks-			

Load Director Requirements			
Apex Load Director	**Y**	**N**	
Possess AFSC 2T251 skill level or civilian equivalent?	☐	☐	REF AMCI24-101V7 para 8.6.2
Possess 6 months consecutive qualification time as an aircraft load team chief?	☐	☐	REF AMCI24-101V7 para 8.6.3
Is hazardous material handler qualified or higherl. IAW AFMAN 24-204(I)?	☐	☐	REF AMCI24-101V7 para 8.6.4
Has complete all WBT courses as prescribed in AMCI 24-101, Vol 22?	☐	☐	REF AMCI24-101V7 para 8.6.5
Successfully complete an initial and recurring practical loading evaluation conducted by unit STAN/EVAL?	☐	☐	REF AMCI24-101V7 para 8.6.8
Has accomplished practical loading evaluation NLT 30 calendar days following completion of all formal training?	☐	☐	REF AMCI24-101V7 para 8.6.9
Has completed three aircraft loads, per quarter.(No more than one offload per quarter will go towards currency req's)?	☐	☐	REF AMCI24-101V7 para 8.6.11
Remarks-			

Attachment 4

AMC FORM 34, APEX EVALUATION AND CURRENCY RECORD

APEX EVALUATION AND CURRENCY RECORD

1. NAME *(Last, First, MI)*	2. RANK	3. AIRCRAFT TYPE	4. DATE *(YYYYMMDD)*	5. ☐ QUALIFIED ☐ UNQUALIFIED

6. QUALIFICATION		7. TYPE AND PURPOSE OF EVALUATION	
☐	STAN/EVAL EVALUATOR	☐	INITIAL
☐	INSTRUCTOR	☐	ANNUAL
☐	LOAD DIRECTOR	☐	RECERTIFICATION
		☐	WRITTEN TEST SCORE

8. AREAS OF EVALUATION

GENERAL KNOWLEDGE	E	I	LD	PASS	FAIL	SPECIFIC KNOWLEDGE	E	I	LD	PASS	FAIL
A. PROFESSIONAL EQUIPMENT	☐	☐	☐	☐	☐	SHORING COMPUTATIONS	☐	☐	☐	☐	☐
B. LOAD PLANNING PROCEDURES	☐	☐	☐	☐	☐	TIEDOWN RESTRAINT CRITERIA	☐	☐	☐	☐	☐
C. LOAD INSPECTION	☐	☐	☐	☐	☐	WEIGHT AND BALANCE	☐	☐	☐	☐	☐
D. LOAD DOCUMENTATION	☐	☐	☐	☐	☐	CARGO PALLET RESTRAINT SYS	☐	☐	☐	☐	☐
E. AIRCRAFT CONFIGURATION	☐	☐	☐	☐	☐	PUBLICATIONS AND PROCEDURES	☐	☐	☐	☐	☐
F. LOAD CREW COORDINATION	☐	☐	☐	☐	☐	**EMERGENCY PROCEDURES**					
G. AIRCRAFT PREFLIGHT	☐	☐	☐	☐	☐	APU/FUSELAGE FIRE	☐	☐	☐	☐	☐
H. EQUIPMENT STOWED	☐	☐	☐	☐	☐	HAZARDOUS MATERIAL MISHAP	☐	☐	☐	☐	☐
I. LOADING PROCEDURES	☐	☐	☐	☐	☐	AIRCRAFT EVACUATION	☐	☐	☐	☐	☐
J. RESTRAINT CONFIGURATION	☐	☐	☐	☐	☐	NOTIFICATION	☐	☐	☐	☐	☐
K. USE OF CHECKLISTS	☐	☐	☐	☐	☐	**INSTRUCTOR/STAN/EVAL**					
L. SAFETY AWARENESS	☐	☐	☐	☐	☐	LESSON PREPARATION	☐	☐	☐	☐	☐
SPECIFIC KNOWLEDGE						LESSON PRESENTATION	☐	☐	☐	☐	☐
M. AIRCRAFT LIMITATIONS	☐	☐	☐	☐	☐	Q&A TECHNIQUES	☐	☐	☐	☐	☐
N. C-5 WINCHING PROCEDURES	☐	☐	☐	☐	☐	CLASS/COURSE MANAGEMENT	☐	☐	☐	☐	☐
O. C-17 WINCHING PROCEDURES	☐	☐	☐	☐	☐	EVALUATION TECHNIQUE	☐	☐	☐	☐	☐
P. C-17 STRUTS OPERATIONS	☐	☐	☐	☐	☐	FEEDBACK TECHNIQUE	☐	☐	☐	☐	☐
Q. C-17 PETAL DOOR OPERATIONS	☐	☐	☐	☐	☐						

9. REMARKS

10. QUARTERLY Ccurrency REQUIREMENTS

SIGNATURE/DATE	SIGNATURE/DATE
SIGNATURE/DATE	SIGNATURE/DATE

11. CERTIFICATION

EXAMINEE'S NAME, GRADE, ORGANIZATION	SIGNATURE	DATE (YYYYMMDD)
EVALUATOR'S NAME, GRADE, ORGANIZATION	SIGNATURE	DATE (YYYYMMDD)
CERTIFYING OFFICIAL'S NAME, GRADE, ORGANIZATION	SIGNATURE	DATE (YYYYMMDD)

AMC FORM 34, 20061201 PREVIOUS EDITION IS OBSOLETE

GUIDELINES FOR COMPLETION AND DISPOSITION OF AMC FORM 34, APEX EVALUATION AND CURRENCY RECORD

A4.1. Block 1. Self-explanatory.

A4.2. Block 2. Self-explanatory.

A4.3. Block 3. Enter the aircraft model design, and series for which APEX qualification is undertaken.

Note: A separate AMC Form 34 is required for each aircraft type.

A4.4. Block 4. Enter the date the examination administered.

A4.5. Block 5. Place an X in the appropriate box, whether individual is Qualified or Unqualified.

A4.6. Block 6. Place an X in the appropriate box.

A4.7. Block 7. Place an X in the appropriate box to indicate type and purpose of evaluation and enter test score if required.

Note: A written score is required for initial and recurring evaluations. In the event of a failed written examination, enter the first score followed by the retake score (i.e., 78/95). Insert "N/A" when a written score is not required.

A4.8. Block 8. The evaluator will enter an X in the appropriate blocks applicable to the type of evaluation administered (E=Evaluator, I=Instructor, LD=Load Director). The evaluator will enter an X in the adjacent (Pass Fail Block).

A4.9. Block 9. Remarks should include, but are not limited to, the following:

Briefly describe where the evaluation took place and specific information pertinent to the evaluation.

Enter any additional training required for discrepancies not resolved in the evaluation debrief. Enter a detailed description of the cargo load used for the evaluation. Enter the reason a recertification evaluation was required. Enter specific observations that led to a failed evaluation.

A4.10. Block 10. Certify APEX currency requirements. Use the first block to signify the first quarter following the evaluation — Example: The first currency entry required for an evaluation administered in FEB would be for the quarter of APR/MAY/JUN as the evaluation will satisfy the currency requirement for the quarter of JAN/FEB/MAR.

A4.11. Block 11. Self-explanatory

A4.12. Disposition of AMC Form 34. Initial certification will remain a permanent part of the record for individuals remaining APEX certified. All recertification and annual forms also remain a permanent part of the record. All decertification forms will remain a part of the record for a period of 12 months.

Attachment 5

AMC FORM 346, APEX QUARTERLY CURRENCY LOG

APEX QUARTERLY CURRENCY LOG					QUARTER		YEAR	STATION	
DATE	APEXED BY	MSN NUMBER	A/C TYPE	TAIL #	ON	OFF	GND TIME	TTL TIME	LOAD DESCRIPTION

AMC FORM 346, 20070112 REPLACES AMC FORM 346, JUN 97, WHICH IS OBSOLETE

Attachment 6

AMC FORM 30, APEX MISSION LOAD BRIEF COVER SHEET (OPTIONAL)

APEX MISSION LOAD BRIEF COVER SHEET

Attachment #1	Load Plan ☐	
Attachment #2	Hazardous Material Brief Sheet ☐	
Attachment #3	ADDITIONAL INFORMATION ☐	

APEX Load Director

LOAD REMARKS (ANY EXTRA INFORMATION THAT NEEDS TO BE PASSED ON)

A/C REMARKS (ANY A/C INFORMATION IE. BROKEN LOCKS, TIGHT RAILS, ETC...)

AMC FORM 30, 20080501